

U.S. Fish and Wildlife Service

Division of Personnel

DOCUMENTATION OF UNUSUAL TOUR OF DUTY

IMPORTANT: Before completing this form, read the information at the bottom on the reverse of this form.

Instructions: Complete in quadruplicate. Project leader retains one copy and gives one copy to employee. The original and one copy are forwarded promptly to the servicing personnel office.

Name, Title and Grade of Employee

Name and location of duty station

Social Security No:

Organization Code:

Employee is (Check all appropriate boxes):

☐ FWS* ☐ GS/GM ☐ Other ☐ Full-time ☐ Part-time
with a regular
tour of duty

*Federal Wage System

Is employee receiving standby pay? ☐ Yes ☐ No ☐ If yes, give %

The scheduled tour of duty described below is: ☐ Permanent ☐ Temporary

Describe scheduled tour of duty:

Effective date

SHIFT DIFFERENTIAL (See below for definition of shifts)

FWS: ☐ 1st ☐ 2nd ☐ 3rd GS: ☐ Day ☐ Night

Sunday Pay: ☐ applies only to full-time employees when Sunday is a regularly scheduled work day.

Signature of Project Leader

Date

Signature of Personnel Officer

Date

DEFINITION OF SHIFTS:

FWS: 5 hours or more of the regularly scheduled hours fall between:
1st shift: 7 a.m. to 4 p.m.
2nd shift: 3 p.m. to midnight
3rd shift: 11 p.m. to 8 a.m.

GS: Night shift includes hours between 6 p.m. and 6 a.m.

IMPORTANT INFORMATION

DEFINITION: An unusual tour of duty is: (1) any regularly scheduled tour of duty which is other than 8 hours each day, Monday through Friday, first shift; (2) all part-time regularly scheduled tours of duty. When establishing unusual tours of duty, project leaders should be cognizant of the effect such tours of duty may have on premium pay eligibility.

SPECIAL NOTE: During periods when an employee receives additional annual premium pay for regularly scheduled standby duty, he/she is ineligible to receive night differential or holiday pay. He/she may not receive a separate premium pay for Sunday work. See 22 AM 3.4 for instructions on adjusting standby premium pay when the employee's regular tour of duty includes substantial Sunday work.

AUTHORITY OF PROJECT LEADER: Project leaders have authority to establish both temporary and permanent scheduled tours of duty, with the exception of authorizing an unusual tour of duty for the benefit of an employee attending courses. Regional Directors and Assistant/Associate Directors must approve an unusual tour of duty for the above exceptions and for an employee's participation in a flexible or compressed work schedule.

USAGE OF FORM: This form is used, when appropriate, at the time of initial appointment and to document any subsequent changes made to the employee's tour of duty.

This form is not used to document the tours of duty of Special Agents nor that portion of an employee's tour of duty which is his/her official "standby tour." If an employee who is assigned standby duty also has an unusual tour of duty comprising his/her regular 40 hour work week, this form is used to document only his/her regular 40 hour work week.

COPIES OF FORM: As per instructions, prepare in quadruplicate. The original and one copy sent to the servicing personnel office are reviewed and signed by the personnel officer and the original forwarded to the Central payroll office. The remaining copy of the signed form is placed in the employee's official personnel file.